

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

REGULATED MEDICAL WASTE
SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the regulations issued by the New Jersey Department of Environmental Protection (NJDEP) under N.J.A.C. 7:26-3A. It applies to the generation, storage, transportation, disposal and management of regulated medical waste in the State of New Jersey. This checklist addresses regulations covering on-site generation of regulated medical waste, subsequent temporary storage and its shipment off-site for disposal or treatment. Consult N.J.A.C. 7:26-3A for regulations covering regulated medical waste transporters, on-site treatment or disposal, shipment through the U.S. Postal Service and rail shipments. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*).**

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| 1.* | If medical waste is generated or stored, has a determination been made to determine if that waste is a <u>regulated medical waste</u> ? [N.J.A.C. 7:26-3A.6(a)] | Y N N/A DK |
| 2.* | If <u>regulated medical waste</u> is generated, is the school registered with the NJDEP as a regulated medical waste generator? [N.J.A.C. 7:26-3A.8(a)] | Y N N/A DK |

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| 3.* | Is <u>regulated medical waste</u> , intended for transport off-site, segregated in containers to the extent, practicable according to the following groups: sharps, fluids (quantities greater than 20 cubic centimeters); and other <u>regulated medical waste</u> ? [N.J.A.C. 7:26-3A.10] | Y N N/A DK |
| 4.* | Is <u>regulated medical waste</u> , intended for transport off-site, placed in a container or containers that are: rigid, leak-resistant, impervious to moisture, sufficiently strong to prevent tearing or bursting under normal conditions of use and handling; and sealed to prevent leakage during transport? [N.J.A.C. 7:26-3A.11] | Y N N/A DK |
| 5.* | Are sharps with residual fluids, intended for transport off-site, packaged in puncture-resistant containers? [N.J.A.C. 7:26-3A.11] | Y N N/A DK |
| 6.* | Are fluids (quantities greater than 20 cubic centimeters), intended for transport off-site, packaged in containers that are break-resistant and tightly lidded or stoppered? [N.J.A.C. 7:26-3A.11] | Y N N/A DK |
| 7.* | Is <u>regulated medical waste</u> stored in a manner and location that maintains the integrity of the packaging and provides protection from water, rain and wind? [N.J.A.C. 7:26-3A.12] | Y N N/A DK |
| 8.* | Is <u>regulated medical waste</u> stored to prevent rotting or decay, using refrigeration, when necessary? [N.J.A.C. 7:26-3A.12] | Y N N/A DK |
| 9.* | Are outdoor <u>regulated medical waste</u> storage areas locked to prevent unauthorized access? [N.J.A.C. 7:26-3A.12] | Y N N/A DK |

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| 10.* | Do <u>regulated medical waste</u> storage areas have limited access to authorized persons only? [N.J.A.C. 7:26-3A.12] | Y N N/A DK |
| 11.* | Is <u>regulated medical waste</u> stored in a manner that affords protection from animals and does not provide a breeding place or a food source for insects and rodents? [N.J.A.C. 7:26-3A.12] | Y N N/A DK |
| 12.* | Are all non-rigid packaging and inner liners from reusable containers managed as <u>regulated medical waste</u> and not reused? [N.J.A.C. 7:26-3A.13] | Y N N/A DK |
| 13.* | Are reusable containers, used to hold <u>regulated medical waste</u> , decontaminated if the containers show signs of visible contamination? [N.J.A.C. 7:26-3A.13] | Y N N/A DK |
| 14.* | Are reusable containers used to hold <u>regulated medical waste</u> disposed of as <u>regulated medical waste</u> if the containers can't be properly decontaminated? [N.J.A.C. 7:26-3A.13] | Y N N/A DK |
| 15.* | Is each package of untreated <u>regulated medical waste</u> , intended to be transported off-site, affixed with a water-resistant label or printed on the outside of the container with the words "Medical Waste" or "Infectious Waste" or display the biohazard symbol? [N.J.A.C. 7:26-3A.14] | Y N N/A DK |

Note: Red plastic bag(s) used as inner packaging need not display a label.

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- 16.* Is each package of regulated medical waste, intended to be transported off-site, marked on the outside with the following information: the generator's name and address; the transporter's name and NJDEP solid waste registration number; the date of shipment; and the identification of contents as medical waste? [N.J.A.C. 7:26-3A.15] Y N N/A DK
- 17.* Is each inner container within a package of regulated medical waste, intended to be transported off-site, marked with the generator's name and address? [N.J.A.C. 7:26-3A.15] Y N N/A DK
- 18.* Do the transporters of the school's regulated medical waste have NJDEP registration numbers, notify EPA about shipments, and have a certificate of public convenience and necessity issued by the New Jersey Board of Public Utilities? [N.J.A.C. 7:26-3A.16] Y N N/A DK

Note: Generators of less than 3 cubic feet of regulated medical waste per month who transport only their own regulated medical waste to another generator for storage or disposal are exempt from this requirement if: the regulated medical waste is transported by the generator, in a vehicle with a gross weight of less than 8,000 pounds, and the vehicle is owned by the generator; the original generation point and the storage point or disposal facility are located in New Jersey; and a NJDEP tracking form is properly completed. [N.J.A.C. 7:26-3A.17]

- 19.* Are New Jersey regulated medical waste **tracking forms** available from the NJDEP completed for each shipment of regulated medical waste sent off-site for treatment, destruction or disposal? [N.J.A.C. 7:26-3A.19] Y N N/A DK

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Note: The **tracking form** must be signed by the generator and the transporter and dated. One copy shall be retained by the generator. Sufficient copies of the **tracking form** must accompany the shipment so that each transporter and each intermediate handler may retain one copy and two copies are available for the owner or operator of the destination facility.

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| 20.* | Are copies of completed <u>regulated medical waste</u> tracking forms maintained for at least 3 years? [N.J.A.C. 7:26-3A.19] | Y N N/A DK |
| 21.* | Are monthly logs maintained of all <u>regulated medical waste</u> generated and sent off-site for treatment or disposal on forms available from the NJDEP? [N.J.A.C. 7:26-3A.21] | Y N N/A DK |
| 22.* | Are copies of <u>regulated medical waste</u> monthly logs maintained for at least 3 years? [N.J.A.C. 7:26-3A.21] | Y N N/A DK |
| 23.* | Are annual generator reports submitted to the NJDEP for forms available from the NJDEP? [N.J.A.C. 7:26-3A.21] | Y N N/A DK |
| 24.* | Are copies of the annual generator reports maintained for at least 3 years? [N.J.A.C. 7:26-3A.21] | Y N N/A DK |
| 25.* | Are the owner or operator of a destination facility, transporter(s), and intermediate handler(s), as appropriate, contacted to determine the status of any tracked waste, if the generator does not receive a copy of the completed tracking form with the handwritten signature of the owner or operator of the destination facility within 35 days of the date the waste was accepted by the initial transporter? [N.J.A.C. 7:26-3A.22] | Y N N/A DK |

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- 26.* Is an **exception report** submitted by the generator to the NJDEP and EPA Regional Administrator, if the generator has not received a completed copy of the **tracking form** signed by the owner or operator of the destination facility within 45 days of the date the waste was accepted by the initial transporter? [N.J.A.C. 7:26-3A.22] Y N N/A DK

Note: The **exception report** must include a legible copy of the original **tracking form** for which the generator does not have confirmation of delivery and a cover letter signed by the generator explaining the efforts taken to locate the regulated medical waste, and its final disposition if ascertained, and the results of those efforts. The **exception report** must be postmarked on or before the 46th day.

- 27.* Are copies of the **exception reports** maintained for at least 3 years? [N.J.A.C. 7:26-3A.22] Y N N/A DK

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Definitions:

Regulated medical waste is the following solid waste, generated in the diagnosis, treatment, or immunization of human beings or animals: cultures and stocks contaminated with infectious agents; pathological wastes; human blood and blood products; sharps such as hypodermic needles, syringes, pipettes, scalpel blades, blood vials, needles with attached tubing, and used slides and cover slips contaminated with blood or other infectious materials; animal waste contaminated with infectious agents; isolation wastes; and unused sharps such as hypodermic needles, suture needles, syringes, and scalpel blades. The following are not considered regulated medical waste: hazardous waste listed in 40 CFR Part 261; household waste generated in households utilizing home selfcare; incineration ash generated by burning regulated medical waste; residues from treatment and destruction processes once the regulated medical waste has been treated and destroyed; and human corpses, remains, and anatomical parts that are intended for interment or cremation.

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